

## **Mission Heights Junior College Personnel Policies**

### **National Administration Guideline 3 - Personnel**

According to the legislation on employment and personnel matters, each board of trustees is required in particular to:

- (a) develop and implement personnel and industrial policies, within policy and procedural frameworks set by the Government from time to time, which promote high levels of staff performance, use educational resources effectively and recognise the needs of students;
- and
- (b) be a good employer as defined in the State Sector Act 1988 and comply with the conditions contained in employment contracts applying to teaching and non-teaching staff.

### **Policy Statements**

Mission Heights Junior College meets its obligations under National Administration Guideline 3 through the implementation of the policies listed below.

#### **1. General**

The Board of Trustees of Mission Heights Junior College will act as a good employer as defined in the State Sector Act 1987. Through the Principal the Board of Trustees will:

- Comply with all relevant collective and individual employment contracts.
- Ensure that the most suitably qualified applicant for any position is appointed to the College.
- Have a performance management system in place which promotes continued improvement and which meets all regulatory requirements.
- Ensure staff personal information is kept confidential and is used within the College's privacy procedures.
- Ensure that all employees and all applicants for employment are treated equitably and all EEO requirements are met.
- Ensure that all complaints relating to or from personnel are dealt with fairly and expeditiously.
- Ensure that, as far as is practicable, good and safe working conditions are provided for all staff.
- All reasonable efforts will be made to provide staff experiencing undue stress with appropriate support if it is brought to the attention of the Senior Leadership Team.

#### **2. Recruitment, Appointment and Induction of Staff**

In its appointment of new staff to the College the Board aims to ensure that the most suitably qualified and experienced people are recruited and that its procedures are consistent with all statutory and contractual obligations. Through appointing the highest quality staff the college seeks to provide excellent learning opportunities to its students.

See Board of Trustees delegations for appointment authority.

### **3. Leave**

The School will comply with all relevant provisions of applicable employment contracts and procedures will be followed regarding discretionary and study leave applications.

#### **Discretionary Leave**

Teaching staff – Leave up to a maximum of 5 days is at the discretion of the Principal. Leave of more than 5 days is at the discretion of the Board of Trustees.  
Support staff – Support staff are expected to take leave when school is not in session wherever possible. The Principal has full discretion.

### **4. Complaints**

The College will respond to complaints in a fair and consistent manner and in accordance with the relevant employment contracts, legislation, the College's code of conduct and agreed complaints procedures.

### **5. Staff Discipline and Competence**

In dealing with issues of staff discipline it is important that the Board acts in a fair and reasonable manner as a good employer. Procedures for dealing with discipline issues will be equitable, consistent and open.

The Board will comply with all regulations and the provisions of relevant collective or individual contracts where procedures related to discipline, competence and dismissal are deemed necessary.

See Board of Trustees delegations for delegated authorities.

### **6. Protected Disclosure**

In compliance with the Protected Disclosures Act 2000 the Mission Heights Junior College Board will ensure that procedures are in place for an employee to make a disclosure where he or she believes serious wrongdoing has occurred. These procedures must be of an order which provides protection for the employee against retaliatory action or liability for civil or criminal proceedings related to the disclosure.

Disclosures are to be addressed to the Principal, or the Board Chair if the disclosure concerns the Principal.

### **7. Performance Management**

In accordance with its legal obligations under Section 77C of the State Sector Act 1988 the Mission Heights Junior College Board will implement a performance management system including a system of staff appraisal and attestation in line with the principles as gazetted by the Secretary for Education.

The Principal has the responsibility for instituting the performance management system for teachers with authority to delegate to Senior Leaders.

The Principal is also responsible for ensuring that an appropriate performance management system is in place for all other employees and may delegate its operation to appropriate senior staff members who will report annually to the Principal on the outcomes.

### **7.1 Principal's Performance Management**

The Principal is the chief executive of the College and is consequently responsible for overall leadership and management.

A Principal's performance appraisal is based on the performance agreement signed at the beginning of the performance management cycle between the Principal and the Board of Trustees.

The Board Chairperson is responsible for the overall process. However, an independent appraiser can be employed to monitor and provide feedback throughout the year, culminating in an appraisal meeting between the Board chairperson, the Principal and the appraiser.

A summary of the appraisal is reported to the full Board at the end of the cycle.

### **7.2 Staff Performance Management**

Procedures for the appraisal and annual attestation of teaching and support staff will be followed on an annual basis.

## **8. EEO**

It is the policy of the Board of Mission Heights Junior College to promote an environment where all staff have an equal opportunity to fulfill their potential in the workplace regardless of gender, race, political views, ethnicity, age, disability, ethical or religious belief, family responsibilities, marital status or sexual orientation.

In implementing the policy on Equal Employment Opportunity the Board will take appropriate action :

- to eliminate all discriminatory policies and practices and promote and implement affirmative employment practices that foster fairness and equity.
- To create a positive and safe working environment free from sexual, racial and all harassment and physical barriers.
- To develop a staff profile that reflects the composition of the community and students, and who are able to be responsive to current educational needs.
- To acknowledge the beliefs and values of cultural and minority groups in the workplace.

## **9. Secondary Employment**

Any employee who carries out secondary employment with another organisation must ensure such employment does not result in a conflict of interest. This may apply when such secondary employment impacts negatively on the employee's substantive role. It is also expected that employees discuss a possible conflict of interest with the Principal before they commit to, or continue with any secondary employment. The Board of Trustees reserves the right to require the employee to terminate any existing secondary employment should a conflict of interest be reported by the Principal.

### **10. Timetable and conditions of service**

The Board will ensure that conditions of service for teaching and support staff as documented in relevant collective agreements are complied with. Furthermore, the Principal and management team will be mindful of the impact of any strategic or operational decisions on the wellbeing of staff at MHJC. Procedures to ensure the timetable and other conditions of service will be developed in consultation with staff.

### **11. Professional development**

A well planned professional development will be developed which ensures that individual staff members can grow and develop their professional capacity as well as contribute to achieving the strategic goals of the school.

### **12. Teacher registration**

Beginning teachers will receive support and guidance from senior leaders during weekly mentoring sessions. All teachers will receive similar support to comply with the requirements of the Education Council in order to renew their practising certificate.

### **13. Resignation and exit of staff**

A procedure will be followed to ensure this process is performed in a dignified and professional manner. The Principal will report to the board any staff changes and a log will be kept of destinations, feedback and reasons for leaving the school to identify trends.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Board of Trustees Chairperson